Position Title: District Consultant Librarian
Supervisor: Executive Director
Number of Employees directly supervised: 0
Fair Labor Standards Act status: Exempt

Statement of Responsibilities
<Summarize your overall responsibilities as head of your department, including

Organizational Relationships
<Describe how your departmental responsibility relates to other library departments/branches, the district libraries, external agencies (school, government, community groups), vendors/contractors, or library related organizations (consortia, on-line utilities)>

General Responsibilities and Examples of Work
Staff supervision and training
Public service responsibilities
Back Office responsibilities
Task or project oriented responsibilities
Areas unique to your department

Qualifications for Employment
Education, training, formal certification
Subject specialization or specific expertise required
Prior on-the-job experience

Physical Demands or Requirements  (use * to indicate essential requirements)
Strength/movement requirements
Able to lift or move _____ pounds
Able to bend to floor level and/or reach overhead
Able to stand and/or walk for _______ period of time
Able to sit for _______ period of time
Manual/physical dexterity requirements

- Able to manipulate keyboard of computer, typewriter or other office equipment
- Able to manipulate mouse, pointing device or other input device
- Able to manipulate data cables, cords, connections, or similar power and data devices
- Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- Able to use telecommunication devices to hear and speak with staff and public
- Able to see, understand and create written material

Date revised / approved: ___ / ___ / ___